

BEVERLY PUBLIC SCHOOLS  
Beverly, Massachusetts

**Field Trip Justification Form**  
**Day Trip**

This form must be used to request approval for all one-day field trips. Please refer to the School Committee policy regarding "Field Trips" for guidelines regarding the approval process, number of chaperones required, student funding, and other important issues.

Sponsor (s): \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Date(s) of Trip: \_\_\_\_\_  
Specific Destination: \_\_\_\_\_

1. Describe the connection to the district curriculum.

Subject Area(s):

Standards: (Please # the standards by subject area as reflected in the Beverly Curriculum.)

Content Outcome(s):

2. Destination/Activity: What will students do on this trip? If possible, please attach specific itinerary.
3. Pre-field trip activities:

4. Post field trip activities:

5. # Students \_\_\_\_\_ # Chaperones \_\_\_\_\_ (12:1 ratio required)

CORI check on all chaperones:

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Time of Departure from School: \_\_\_\_\_

Time of Return to School: \_\_\_\_\_

7. Cost per student: \_\_\_\_\_

Cost per chaperone: \_\_\_\_\_

8. Bus arrangements:

9. Students will be back in building for their regularly scheduled lunch period:

Yes \_\_\_\_\_ No \_\_\_\_\_

If "no", sack lunch protocol must be followed and lunch order forms must be distributed to all students attending field trip

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The sponsor(s) of this trip have read the School Committee policy regarding "Field Trips" and agree to abide by all guidelines included in this policy

Sponsor(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Asst. Supt. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 8/07



## Elementary School Bag Lunches Available

Going on a Field Trip?

A lunch-to-go is available for your field trip lunch.

Let the cafeteria staff prepare your lunch for \$2.50. Please make your selections from the items listed below and return the bottom portion along with your money to your teacher or school cafeteria at least one week before your field trip. *(ALL students wanting a lunch must return this slip whether they receive free lunch or pay full or reduced price.)*



Name \_\_\_\_\_

Room No. \_\_\_\_\_

Date of Field Trip \_\_\_\_\_



Choose One :

Ham & Cheese Sub

☐

Turkey Sub

☐

Above includes:



Crunchy vegetable sticks, Chips, Milk,  
& Juice